

ADEA Privacy Statement August 2014

Introduction

ADEA is committed to protecting the personal information it collects from its members and staff.

It undertakes to collect personal information only to the extent that is necessary for its functions and activities, retain that information only for as long as is required for those purposes and to protect its use and disclosure while held.

In meeting these commitments, ADEA will apply the [National Privacy Principles](#) developed by the Australian Privacy Commissioner.

Information collected

ADEA data collections from members and staff may include the following:

- Personal identification and contact details
- Place and position of work
- Banking details where credit payments and/or transfers are requested
- Curriculum vitas and/or experience, skills and competence transcriptions
- Photographs

Processes of collection

Requests for information

All requests for information, including applications for membership, will inform the supplier of how that information will be used. This will involve printing on application forms and like requests a statement along the following lines:

‘From time to time, selected health professionals, pharmaceutical companies, research bodies, and/or associated companies have information to disseminate to ADEA members. ADEA will not provide contact information to such parties but will assess the request and, if its distribution will be of benefit to members, ADEA will arrange mail outs of this type, either by itself or through independent mail houses. Work, not private, contact details may be provided to inquirers seeking access to a diabetes educator or for personal health management (not commercial) purposes. Your information may be audited for best practice standards and, in the case of assessing applications for credentialling, may be discussed with third party referees. For further details, please refer to the ADEA Privacy Statement.’

Web based database

ADEA uses a website and online interactive database. The design of the database incorporates all reasonable measures to ensure the collection and holding of personal information is secure.

Electronic application forms include a privacy statement along the lines set out in the previous section.

Use and disclosure of information collected

All personal information collected by ADEA will be treated professionally and confidentially. The information collected will be used in the following ways:

1. **To ensure certified standards of Credentialed Diabetes Educators.** The data held by ADEA on Credentialed Diabetes Educators will be kept in a secure database and will be audited and updated regularly to ensure this information is current and accurate. This may entail some third party, referee type, discussions about candidates. This information may also be subject to Government Agency audits for the purpose of verification of standards in accordance with National Diabetes Services Scheme requirements and registration with the Health Insurance Commission for Medicare rebates.
2. **To disseminate information to members.** Sustaining Members and non-member organisations apply to the ADEA to mail out their information to our members. These mail outs represent a source of revenue to support important ADEA activities and are encouraged, but under strict guidelines. All requests for mail outs are considered against best practice standards in diabetes education and members' lists are not provided to these parties. Rather, third party mail out material is sent out by ADEA itself or independent commercial mail houses. Members' lists are not provided to a third party for any advertising or commercial gain without approval from ADEA.
3. **To manage any complaint, investigation or inquiry.** There may be occasions when ADEA is required legally to provide personal information to Centrelink, the Australian Taxation Office, the Australian Federal Police, Australian Health Professionals Regulatory Authority or the Director of Public Prosecutions as part of the management of complaints, investigations or inquiries involving members.

Security of information

ADEA will take all reasonable steps to protect the information it holds from misuse and loss through unauthorised access, modification or disclosure.

Further information

Queries about the privacy of your personal information should be directed to the Australian Diabetes Educators Association (ADEA) National Office via:

P. 02 6287 4822

F. 02 6287 4877

E. inquiries@adea.com.au

A. PO Box 163 Woden ACT 2617

Further information about the *Privacy Act 1988* and its amendments may be obtained from www.privacy.gov.au or through the Privacy Hotline at 1300 363 992